

DATE: MARCH 11, 2021

EMD2100003

PAGE: 1

E-911 TELECOMMUNICATOR SUPERVISOR

EXEMPT POSITION VACANCIES 001

LOCATION: DEPT OF HOMELAND SECURITY
EMERGENCY MANAGEMENT DIVISION
KANAWHA

SCHEDULE: ROTATING SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER GENERAL SUPERVISION, THIS POSITION PERFORMS COMPLEX SUPERVISORY WORK PLANNING, ORGANIZING, ASSIGNING, AND REVIEWING THE WORK OF WATCH CENTER ASSOCIATES AT THE EMERGENCY MANAGEMENT DIVISION (EMD) WATCH CENTER, INCLUDING DEVELOPING AND IMPLEMENTING NEW PROCEDURES, TECHNOLOGY, AND EQUIPMENT FOR THE UNIT. THE WATCH CENTER IS STAFFED 24/7/365. OVERSEES SPECIALIZED COMMUNICATION WORK OF EMPLOYEES MONITORING EMERGENCY/TIP-LINES, RADIO FREQUENCIES AND VARIOUS DATA COLLECTION SYSTEMS IN ORDER TO PROVIDE FIRST-LINE, PROACTIVE AWARENESS OF ON-GOING EVENTS. MAY ASSIGN DEGREE OF URGENCY TO INFORMATION AND NOTIFICATIONS BASED ON INITIAL AND INCOMPLETE INFORMATION. WORKS ACROSS SYSTEMS TO POPULATE VARIOUS INFORMATION TECHNOLOGY PLATFORMS WITH DATA AND INCIDENT METRICS FOR USE BY VARIOUS LOCAL, STATE, AND FEDERAL EMERGENCY RESPONSE PARTNERS. MAY OVERSEE NOTIFICATION AND RESPONSE EFFORTS; COORDINATES RESOURCES AND COMMUNICATION REGARDING LOCAL, REGIONAL, AND STATEWIDE INCIDENTS OF INTEREST IN CONJUNCTION WITH COUNTIES, EMERGENCY MANAGEMENT AGENCIES, MILITARY AUTHORITIES AND VARIOUS STATE DEPARTMENTS TO ENSURE TIMELY IMPLEMENTATION OF EMERGENCY PREPAREDNESS PLANS, POLICY AND REGULATIONS. ENSURES AFTER HOURS COMMUNICATIONS FOR AGENCIES, SUCH AS, THE DEPARTMENT OF ENVIRONMENTAL PROTECTION, STATE FIRE MARSHAL'S OFFICE AND OTHERS, AND ACTS AS A CENTRAL HUB FOR STATEWIDE INFORMATION FLOW 24/7. OVERSEES THE MONITORING OF WEATHER RADAR/WATCHES/WARNINGS/ADVISORIES AND CONDUCTS STATEWIDE WEATHER BRIEFINGS WITH NATIONAL WEATHER SERVICE FORECAST OFFICES TO KEEP ALL ENTITIES INFORMED OF POTENTIAL IMPACTS IN THEIR AREA. WORK IS PERFORMED INDEPENDENTLY WITHIN ESTABLISHED PROTOCOLS AND

DATE: MARCH 11, 2021
EMD2100003
PAGE: 2

PROCEDURES UNDER GENERAL SUPERVISION OF THE SECTIONAL DEPUTY DIRECTOR OR THEIR ASSISTANT/DESIGNEE. THIS EMPLOYEE MAY BE REQUIRED TO WORK FOR EXTENDED PERIODS OF TIME UNDER STRESSFUL CONDITIONS AS A RESULT OF EMERGENCY SITUATIONS, DISASTER EVENTS, OR DURING THE ENHANCED OPERATION OF THE WATCH CENTER. SHALL WORK WITH THE OPERATIONS OFFICER IN CONSULTING WITH THE STATE TRAINING OFFICER, PLANNING DEPARTMENT, AND GRANTS DIVISION IN REGARDS TO IMPLEMENTING AND SEEING ALL GUIDELINES AND REGULATIONS ARE FOLLOWED IN ORDER TO FULFILL OUR DUTIES UNDER LEGISLATION AND IN CONVEYING INFORMATION TO LOCAL ENTITIES DURING ACTIVE DISASTER AND THROUGHOUT THE RECOVERY PHASE. PERFORMS OTHER DUTIES AS ASSIGNED.

*PREFERENCE MAY BE GIVEN TO CANDIDATES WITH SUPERVISORY/PERSONNEL EXPERIENCE.

*PREFERENCE MAY BE GIVEN TO CANDIDATES WITH EXPERIENCE IN 911 OR A COMMUNICATION FIELD.

0606PE0646

REQUIREMENTS: TRAINING: GRADUATION FROM A STANDARD HIGH SCHOOL OR THE EQUIVALENT.
EXPERIENCE: FIVE YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE AS A TELECOMMUNICATOR.
SPECIAL REQUIREMENTS: (1) MUST SUCCESSFULLY COMPLETE THE NATIONALLY RECOGNIZED 40-HOUR TRAINING COURSE THAT IS REQUIRED BY WV CODE 24-6-5 WITHIN ONE (1) YEAR FROM THE DATE OF EMPLOYMENT TO REMAIN EMPLOYED; (2) MUST SUCCESSFULLY COMPLETE THE REQUIRED 40-HOUR WEAPON CLASS AT THE STATE POLICE ACADEMY; (3) MUST MAINTAIN A CURRENT CERTIFICATION AS WEAPON TERMINAL OPERATOR (RE-CERTIFICATION EVERY TWO YEARS); (4) MUST SUCCESSFULLY COMPLETE EMERGENCY MEDICAL DISPATCH CERTIFICATION PROGRAM.

SALARY: PAY GRADE 010 \$25,146.96 - \$46,521.00

DEADLINE: MARCH 20, 2021

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
MELANIE THOMAS

DATE: MARCH 11, 2021
EMD2100003
PAGE: 3

WV EMERGENCY MANAGEMENT DIVISION
2403 FAIRLAWN AVENUE
DUNBAR, WV 25064

PLEASE INCLUDE POSTING NUMBER EMD2100003 ON APPLICATION